

Community Health Worker Advisory Committee Meeting

June 17, 2019

Meeting Overview

- **Opening Items**
- **Implementation Timeline**
- **Regulations Process Overview**
- **Update on Program Implementation**
- **Open Discussion**

Opening Items

- **Welcome, Introductions, Role Call**
- **Opening Remarks**
- **Approval of April 22, 2019 Meeting Minutes**

Implementation Timeline

June - Dec. 30, 2019
Regulations process

Sept. 1, 2019 – March 31, 2020
Grandparenting applications accepted

Jan. 1, 2020
Training program pathway opens (applications accepted)

April 1, 2020
Individual certification and reciprocity applications accepted

Regulations Process Overview

- MDH Unit **promulgates regulations** (June – July, 2019)
- Submit proposal and background information form to MDH Regulations Coordinator for **internal review and approval** (4-6 weeks)
- Regulations Coordinator **posts small business compliance guide and regulation text** on the MDH Regulations web page (15 Days)
- Submits **proposal to Joint Committee on Administrative, Executive, and Legislative Review (AELR)** (15 days)

Regulations Process Overview (cont.)

- Submits proposal to Division of State Documents for **publication in the Maryland Register** (15 days)
- **Notice and text published** (45 days)
 - 30-day comment period required
- Regulations Coordinator electronically submits final notice to Division of State Documents **for publication in the Md.R.** (9 days)
- Notice **published & effective** (Target: Dec. 30, 2019)

Update on Program Implementation

CHW Core Competencies

1. Advocacy and Community Capacity Building Skills
2. Effective Oral and Written Communication Skills
3. Cultural Competency
4. Understanding of Ethics and Confidentiality Issues
5. Knowledge of Local Resources and System Navigation
6. Care Coordination Skills
7. Teaching Skills to Promote Healthy Behavior Change
8. Outreach Methods and Strategies
9. Understanding of Public Health Concepts and Health Literacy

CHW Certification – Eligibility

- **Age**: Minimum age of 18 years.
- **Education**: High School Diploma or GED equivalent.
- **Training**: Successful completion of a state approved training program.

CHW Certification – Out of State Applicants

- Individuals are not required to be a resident of the state of Maryland to be eligible for CHW certification.

CHW Certification - Grandparenting

Eligibility:

- **Experience**: Minimum of **2,000 hours of CHW paid or volunteer experience within the past 5 years** which is validated by **two (2) letters of reference** from a current or former CHW employer, supervisor, or agency representative.
- **Knowledge of Core Competencies**: Proficiency of core competencies to be described by applicant and verified by a CHW employer, supervisor or agency representative.
- **Age**: Minimum age of 18 years.

CHW Certification – Reciprocity

Eligibility:

- Individuals certified in another state are eligible for reciprocity certification in Maryland if their certification meets the Maryland state requirements with proof of training and certification.
- **Two (2) letters of reference** from a current or former CHW employer, supervisor, or agency representative.

CHW Certification - Renewal

- **Renewal Frequency**: Certified CHWs in Maryland will be required to **renew their certification every two (2) years**.
- Certified CHWs will be required to complete **20 hours of a broad range of professional development activities**, provide documentation of completion and explanation of acquired knowledge and/or skill application to duties.

Certified CHW Training Programs

Eligibility:

- **Instruction**: A minimum **100-hour core competency-based instruction**.
- **Practicum**: A process for verifying successful completion of a **40-hour practicum**.
- **Knowledge Assessment**: Require the **successful completion of a knowledge assessment** at the completion of the training program. The components and structure of the knowledge assessment is determined by the training program.

Application components to include:

- **Evidence a deep knowledge and understanding** of the CHW workforce, roles, responsibilities, job duties, and relationship to the community.
- Process for hiring qualified instructors.

Approved Certified CHW Training Program - Renewal

- **Renewal Frequency**: Approved training programs will renew their approval status at frequency of every **(3) three years**.

Certified CHW Training Program Application Review Process

The curriculum review process will take place by a **CHW Training Program Application Review Committee**.

- Committee will consist of **four - five (4-5) individuals** including:
 1. Community Health Worker
 2. State Community Health Worker Advisory Committee member
 3. Educator with expertise in curriculum development
 4. MDH CHW Certification Program staff person
 5. MDH program staff with subject matter expertise in specialty areas (as needed)
- The composition of the Committee will preclude bias and partiality by including representatives who do not have a conflict in serving as a review committee member.

Certified CHW Training Program Application Review Process

- The Committee will be given **4 weeks to review assigned curricula.**
- The Committee will review curricula, using a scoring rubric, against the required core competencies. The Committee will meet and discuss the curricula.
- If a training program does not qualify for approval, the State of Maryland will provide technical support to the program in becoming eligible for training program approval.

Advisory Committee Next Steps – Comments during June & July

- Deadline before which:
 - Certified CHW training programs in operation on October 1, 2018 must apply for approval,
 - MDH makes decisions on applications
 - A certified CHW training program in operation on October 1, 2018 is required to comply with approval requirements
- Process by which MDH shall notify a certified CHW training program in operation on October 1, 2018 of changes to comply with approval requirements
- Process by which MDH may revoke a certified CHW training program's approval that allows for adequate hearing/chance for appeal

Proposed August – December 2019 meeting schedule

- **Monday, August 19, 2019**
- ~~Monday, October 21, 2019~~ ****MD Rural Health Conference**
 - **Alternative dates: Wed., Oct. 23 or Thurs., Oct. 24**
- **Monday, December 16, 2019**

Open Discussion

Advisory Committee Info.

CHW Advisory Committee Website -

<https://health.maryland.gov/mhhd/Pages/Community-Health-Worker-Advisory-Committee.aspx>

CHW Email Address – MDH.CHW@Maryland.gov

Meetings posted in the Maryland Register -

<http://www.dsd.state.md.us/MDR/mdregister.html>

Next Meeting – Monday, August 19, 2019 – 1 – 3 p.m., MDH, 201 West Preston Street, Conference Room L3

Contact Us

Fran Phillips, Advisory Committee Chair - Fran.Phillips@Maryland.gov

Cheryl Duncan De Pinto, Director, Office of Population Health Improvement - Cheryl.DePinto@Maryland.gov

Kimberly Hiner, Advisory Committee Staff - Kimberly.Hiner@Maryland.gov

Public Input - MDH.CHW@Maryland.gov